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4 December 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Task Team IX - ADP Systems Library

Minutes of Fifth Meeting - 2 December 1964

Members or Representatives Present

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DIA - [REDACTED]
CIA - [REDACTED]

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STATE - Mr. Alonzo J. Covell
NSA - [REDACTED]

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AIR FORCE - Lt. Col. Robert R. McAnaw
CSS - [REDACTED]

1. The Chairman opened the meeting by asking for any corrections to the minutes of the last meeting. There were none so they were approved as written.

2. The Team next considered the Terms of Reference that had been finally agreed upon at the last meeting. The Chairman pointed out that he would like guidance from the group as to its interpretation of "film transparencies" as used in the discussion paragraph of the Terms of Reference since he felt this would be a point questioned by the CODIB group at its next meeting when he is to report on the progress of the Team. The Team considered what was really being excluded in the category of film transparencies. It was agreed that certainly all imagery was in this category. This of course is the primary subject matter of Task Team VIII. It was also concluded after considerable discussion that the files or indexes which may be on punched cards, magnetic tape, disks or drums which lead to a

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data base on film transparencies ^{was} ~~was~~ not excluded by the intent of paragraph II a. in the Terms of Reference. The Air Force representative pointed out that it would certainly be useful for ~~any~~ such files to be included in the library ~~even~~ if they led to other film transparencies-type files even of an imagery nature. The group could not conclude whether or not a film transparency file of some imagery with associated machine language on the film ^(such as MAINICARD) should be excluded from the library or not. The consensus however, seemed to be that this type should be excluded because the file was not on punched cards, magnetic tape, disks or drums. At the end of this point of this discussion, it was generally agreed that the Team felt that the statements made in II.a. are sufficiently clear ^{that} and if the file is not on punched cards, magnetic tape, disks or drums (regardless of what other related files may be involved) it should not be in the library to be ~~built~~ at this time. It was brought out during the discussion that there is very little standardization among the imagery on ~~pure~~ (film transparency type) files and that it would not be productive at this time to attempt to ^{cataloging} them. Some members of the Team felt that this might be looked at some time ~~in the future~~ as a possible subject for cataloging in the future. The group further tried to refine the understanding of this problem by giving typical examples of possible systems that might be excluded by this definition. The Department of State representative questioned whether a pure document film transparency type data base would be excluded. It was generally agreed that if there ^{is} ~~was~~ a machinable intelligence data file which ^{is} ~~was~~ on punched cards, magnetic tape, disks or drums ^{and is} ~~which was~~ the point of entry ^{to a} ~~of this~~ film transparency document, system, ^{machinable} ~~that~~ data file would be included. However, if a data file ^{is entered through a} ~~stood on its own as a~~ ^{manual} system of some kind, it would not be included in this library.

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3. The Chairman also pointed out to the Team that he ^{also} expected some reaction from the CODIB group when it considers the Terms of Reference concerning the wording of paragraph II.c. wherein each CODIB member will be held responsible for reporting on intelligence ADP systems in accordance with the manual. The members of the Team confirmed their desire to have this statement remain that way and let CODIB members express their desire on this point. With this, the Team again agreed that it was prepared to have the Terms of Reference, dated 24 November 1964, go to CODIB for its consideration.

4. The group next turned its attention to the proposed instruction for the establishment, maintenance, and use of the USIB ADP Systems Library. This draft which was prepared by the Chairman had been provided to the members for their consideration with the minutes of the last meeting. Discussion first centered around the various lists of files and program descriptions that have been considered to date by the Team. Reference was again made to the document provided to the members by [REDACTED] of DIA.

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~~This~~ which listed the additional information contained in the proposed DIA Instructions which ^{are} not contained in the draft USIB ^{Instruction as well} directive, ~~also listed~~ ^{as} several items ^{listed} which ~~appeared~~ in the draft USIB Instructions which are not in the ^{proposed} DIA draft Instructions. The Chairman pointed out that the list of file and program descriptions found in the proposed USIB Instructions included those found in the original list of the proposed subjects found in USIB-S-13.1/4 as well as the list proposed by [REDACTED] of CIA as found in paragraph 6 of the minutes of the second meeting, 14 October 1964.

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5. As the Team members studied the various lists, conversation quickly centered on two items of concern. They were the information listed under paragraph 5 e. 1. f & i, the first being the descriptive title of the file

and the second being the summary statement describing the purpose of the file

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and types of data control."

6. Consideration was first given to the descriptive title of the file element. In accordance with a note in the proposed ^{DIA} ~~Instructions~~, ^(IAC) this title would be indicated by the intelligence activities code as found in code list 2, enclosure 4 to the proposed DIA ~~Instructions~~. This code list breaks down all the files by category such as: administration, biographic, current intelligence, ELINT, OB, etc. There are 18 ^{such} major headings and about 30 subheadings under these. The question was raised, and discussed at some length, as to how this code related to other similar codes, why it should be used, and whether it would be satisfactory for a USIB code. It was clear as the group scanned the code list that there would be required some additional headings because of the non-DoD interest required by non-DoD agencies.

^{without settling}
7. ~~However settled~~, this point for the moment, the group next turned its attention to the summary statement required and some discussion ensued concerning what that really meant. It was pointed out by [REDACTED] that this was one of the items in the ^{USIB} proposed ~~Instructions~~ not in the proposed DIA ~~Instructions~~. As the group worked its way to a meaning of the summary statement, it became clear that the basic issue here really was how far does the Team really intend to have the information formatted for machine retrieval. This brought out the question of how the actual catalog would be listed; by area, by originating agency, by subject code, by an accession list ~~number~~ or what? The use of a KWIC ^{index} of the descriptive title of the file was considered. It was agreed that this would place a heavy burden on the originators of the information to prepare adequately descriptive titles. It was agreed, however, that a ~~premutated~~ ^{index} title listing ~~after the phase of a KWIC~~ ^{index} would be ~~very useful~~ ^{index}. It was further agreed that this could only be an index and ~~the normal listing~~ ^{by organization} which

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would provide the normal ^{catalog} information for the file. ~~This listing would perhaps first be by organization.~~

8. Considerable ^{discussion} ~~dialogue~~ continued on the relative merits of a large number of formatted file elements which could be machine retrievable. This posed another basic question for the Team: Does the Team propose to have the library produced as a listing in some logical order (like by source agency) with a KWIC index perhaps, or does the Team propose to have a highly complex, well structured, difficult to prepare data base which will allow machine retrieval by many categories? The group weighed the relative values of the two possibilities. These values are very ^{intangible} intelligible. How does one weigh the extra effort required on the input side against the possible extra benefits to be obtained by ^{having} multiple (element) machine accessible for sort and listing. The group pondered the possible total size of the list that will be produced. It was agreed that it would probably be around a thousand ^{entries} lines. It was pointed out that a visual search by an individual of this size list is not particularly difficult and a person can look at all the fields of such a listing to determine the presence of a particular kind of categorization. The group came to no conclusion about the relative value of the extra input versus the added benefits of the ^{simple} stated listing versus the formatted approach. Therefore, the central question of how many machine-searchable fields should be designed is still an open subject for this Task Team. In other words, do we want a catalog retrieval ^{system} (on an organized or ad hoc basis) and an ^{updateable} updating file as well as an original and updated listings? At the end of the discussion, the consensus was that the original listings at least should be by contributing organization with a KWIC index of the description title element. The group was requested to review the intelligence activity code referred to above, and come to the next meeting with comments on its usefulness, whether it

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should be expanded, etc. During the discussion it was also agreed by the group that the subject of classification versus^y releasability of the data has not yet been considered sufficiently by the Team.

9. At the end of the discussion concerning ADP Systems Library, the group was provided with a copy of an informal memorandum prepared by the Chairman on the subject: ADP Color Code for USIB. This paper was generated as a result of the ^{decision by} ~~directive~~ of CODIB that Task Team IX ^{should} ~~consider~~ the ^{subject} ~~issue~~ of color coding of magnetic tape reels, ^{to indicate the security classification.} This subject had been considered by Task Team IV, ^{The} Chairman of which raised this question at the last CODIB meeting. ^{To assist the group to understand the complexity,} ~~The~~ Chairman also provided the group with a chart showing the total IDHS (DIA) ^{number, classification and color codes being used by each agency under} ~~number of tapes for color coding and classification.~~ ^{being used requiring} ~~number of tapes for color coding and classification.~~ Approximately 40,000 tapes are involved at seven levels of classification with nine categories of color codes.

10. The Team adjourned by agreeing to meet again on 10 December, 0930 at CIA Headquarters.

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